

SPECIAL PERMITS – COMPLETENESS REVIEW

FOR NEW APPLICATIONS AND APPLICATIONS FOR MODIFICATION

(Revised as of March 3, 2011)

	SPECIAL PERMITS REQUIREMENTS NEW APPLICATIONS	Details Needed	Provided
107.105(a)(1)	Application including a table of contents submitted at least 120 days before the requested effective date.	Requested Effective Date	
(a)(2)	State the name, street and mailing addresses, e-mail address optional, and telephone number of the applicant; if the applicant is not an individual, state the name, street and mailing addresses, e-mail address (if available) and telephone number of an individual designated as an agent of the applicant for all purposes related to the application; <u>Also includes this information for all known locations from which materials would be shipped.</u>	Applicant Name Address Street Address Mailing E-Mail Address Phone Number Agent Name Address Street Address Mailing E-Mail Address Phone Number CEO or President Name Dunn and Bradstreet #	
(a)(3)	If the applicant is not a resident of the United States, a designation of agent for service in accordance with §105.40 of this part; and		
(a)(4)	For a manufacturing special permit, a statement of the <u>name and street address of each facility where manufacturing under the special permit will occur.</u>	Facility Name Address Street "M" Number if applicable	
(a)(5)	Registration the application must provide the registration number or the name of the company to which the registration number is assigned if different from the applicant. For persons not required to be registered in accordance with Subpart F or G of this part, in addition to the information listed in paragraph (a)(2) of this section, the application must provide a statement indicating that registration is not required.	Registration Number: Name if registered name is different from the applicant. If not registered a statement registration is not required.	
(c)	<i>Description of special permit proposal.</i> The application must include the following information that is relevant to the special permit proposal:		



(c)(1)	A citation of the specific regulation from which the applicant seeks relief;	Regulations Cite	
(c)(2)	Specification of the proposed mode or modes of transportation; including a description of all operational controls required.	Mode Operational Controls (if required)	
(c)(4)	A specification of the proposed duration or schedule of events for which the special permit is sought;	Requested Duration	
(c)(5)	A statement outlining the applicant's basis for seeking relief from compliance with the specified regulations and, if the special permit is requested for a fixed period, a description of how compliance will be achieved at the end of that period; For transportation by air, a statement outlining the reason(s) the hazardous material is being transported by air if other modes are available	Basis for relief If for a fixed period, how will compliance be achieved? Statement for why air is needed.	
(c)(6)	If the applicant seeks emergency processing specified in §107.117, a statement of supporting facts and reasons; (MUST be processed by Mode first)	Yes/No Fact Reasons	
(c)(7)	Identification and description of the hazardous materials planned for transportation under the special permit;	PSN UN Number Hazard Class Packing Group	
(c)(8)	Description of each packaging, including specification or special permit number, as applicable, to be used in conjunction with the requested special permit;	Package Description Specification Standard Special Permit Other as appropriate	
(c)(9)	For alternative packagings, documentation of quality assurance controls, package design, manufacture, performance test criteria, in-service performance and service-life limitations.	QA Controls Package Design Package manufacturing Performance Testing Criteria In service performance Service Life Limitations	
(c)(10)	An estimate of the number of operations expected to be conducted or number of shipments to be transported under the special permit;	Number of operations or shipments	
(c)(11)	An estimate of the number of packagings expected to be manufactured under the special permit, if applicable;	Number of Packagings manufactured	



(c)(12)	A statement as to whether the special permit being sought is related to a compliance review, inspection activity, or enforcement action;	Related to inspection or compliance review	
(c)(13)	When a Class 1 material is forbidden for transportation by aircraft except under a special permit (see Columns 9A and 9B in the table in 49 CFR 172.101), an applicant for a special permit to transport such Class 1 material on passenger-carrying or cargo-only aircraft with a maximum certificated takeoff weight of less than 12,500 pounds must certify that no person within the categories listed in 18 U.S.C. 842(i) will participate in the transportation of the Class 1 material.	Certification: Yes/No	
(d)	<i>Justification of special permit proposal.</i> The application must demonstrate that a special permit achieves a level of safety at least equal to that required by regulation, or if a required safety level does not exist, is consistent with the public interest. At a minimum, the application must provide the following:	Identify Level of Safety Required by Regulations, or	
		Consistent with public Interest	
(d)(1)	Information describing all relevant shipping and incident experience of which the applicant is aware that relates to the application;	Shipping Experience	
		Incident Experience	
(d)(2)	A statement identifying any increased risk to safety or property that may result if the special permit is granted, and a description of the measures to be taken to address that risk; and	Identification of Increased Risk	
		Mitigation Factors	
(d)(3)(i)	Either: Substantiation, with applicable analyses, data or test results, that the proposed alternative will achieve a level of safety that is at least equal to that required by the regulation from which the special permit is sought; or	Analysis	
		Data	
		Test Results	
(d)(3)(ii)	If the regulations do not establish a level of safety, an analysis that identifies each hazard, potential failure mode and the probability of its occurrence, and how the risks associated with each hazard and failure mode are controlled for the duration of an activity or life-cycle of a packaging.	Identification of Hazard	
		Failure Mode	
		Probability	
		Risk Mitigation	